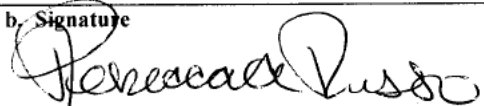
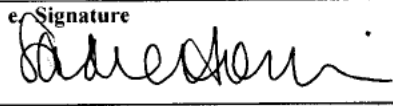
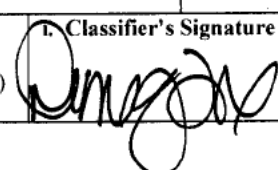


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Denver, CO		<b>2. POSITION NUMBER</b>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Reassignment (Updating an outdated Position Description)					
		<b>b. Title</b>		<b>c. Pay Plan</b>	<b>d. Series</b>
<b>Official Allocation</b>	Environmental Protection Specialist		GS	0028	<b>e. Grade</b> 13
<b>4. Supervisor's Recommendation</b>	Environmental Protection Specialist		GS	0028	13
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any) Regional Coordinator for SRF Set-Aside Programs			<b>6. NAME OF EMPLOYEE</b> Minnie Adams		
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)			<b>e. Technical and Financial Services Unit</b>		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 8			g.		
c. <del>OPRA</del> Office of Water Protection			h. Employing Office Location Denver, CO		
d. <del>Water Program</del>			i. Organization Code <del>90856500</del> *XFD00000		
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> Rebecca Russo, Chief, Technical and Financial Services Unit			<b>d. Typed Name and Title of Second-Level Supervisor</b> Sadie Hoskie, Director, Water Program		
<b>b. Signature</b> 		<b>c. Date</b> 12/27/13	<b>e. Signature</b> 		<b>f. Date</b> 1/6/14
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. RSB Risk Designation</b> <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		<b>f. Functional Classification Code</b>	
<b>g. Bargaining Unit Code</b> 1043	<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25-50 % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		<b>i. Classifier's Signature</b> 		<b>j. Date</b> 1/28/14
<b>11. REMARKS</b>  <div style="text-align: center;">*per Officer of Water Protection reorganization effective 10/2/16</div>					

## **INSTRUCTIONS**

### **I. ITEMS**

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

### **II. ADDITIONAL INSTRUCTIONS**

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

### **III. DISTRIBUTION**

Original to official position description file in the Human Resources Office.

Copy to Official Personnel Folder (OPF)

Copy to Employee

**Position Description**  
**Environmental Protection Specialist: GS-0819/0028-13**  
**Office of Partnerships and Regulatory Assistance**  
**Water Program**

**I. INTRODUCTION**

This position is located in the Technical and Financial Services Unit, Water Program, Office of Partnerships and Regulatory Assistance. The Technical and Financial Services Unit (TFS) is responsible for managing many of the water financial and technical assistance programs for states and tribes within EPA Region 8. The purpose of this position is to implement the Safe Drinking Water Act (SDWA) and the Clean Water Act (CWA) via review and analysis of technical and/or administrative issues. This position serves as the Regional Coordinator for the State Revolving Fund Clean Water Indian Set-Aside (CWISA) and Drinking Water Tribal Set-Aside (DWTSA) Programs, as well as a project officer (PO) for CWISA and DWTSA Grants and Interagency Agreements (IAs) in the Technical and Financial Services Unit.

Each year, 2% of the total Safe Drinking Water Act State Revolving Fund (SRF) appropriation and 2% of the Clean Water Act SRF is set aside to fund construction of drinking water and clean water infrastructure in Indian Country. EPA reviews technical documents and provides periodic construction inspections. EPA also manages the grants to Region 8 Tribes and the interagency agreements with the Indian Health Service. This position will serve as the Regional Coordinator and a PO for grants and interagency agreements, will review technical documents, will provide periodic construction inspections, and will assist with plan and specification reviews for the Water Program.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

Accomplishes duties related to environmental management and/or protection.  
Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

**Regional Coordinator 40%**

For CWISA, serves as the regional authority and coordinator for the program. Coordinates the regional Project Priority List with Headquarters. Advises Tribes on how to proceed with their grant applications. Explains funding options to successful applicants and provides expert advice upon request to Tribes as to the optimal methods to proceed with planning, design, bidding, constructions, initiation and administrative close-out. Oversees these aforementioned distinct aspects of each infrastructure project. May contract with third party professional engineers who will provide expert review of the plans and specifications pertaining to a project to be assisted by a Tribal Set-Aside grant.

For DWTSA, serves as the regional authority and coordinator for the program. Prepares and distributes annual solicitations for proposals. Compiles proposals and prepares packages for review by committee of experts and peers for priority ranking. Ensures that committee members evaluate the proposals based upon SDWA criteria. Prepares a draft Project Priority List for final consideration by the committee. Revises the Project Priority List to support Agency strategic targets and program activity measures prior to submission to senior management for approval. Publishes and approved Project Priority List. Explains funding options to successful applicants and provides expert advice upon request to Tribes as to the optimal methods to proceed with planning, design, bidding, constructions, initiation and administrative close-out. Oversees these aforementioned distinct aspects of each infrastructure

project. May contract with third party professional engineers who will provide expert review of the plans and specifications pertaining to a project to be assisted by an Indian Set-Aside grant.

#### **Grants and Interagency Agreements 40%**

Exercises management responsibilities for grants and interagency agreement activities related to the initiation, administrative, and/or close-out of grants and interagency agreements, including responsibility for monitoring performance. Exercises technical responsibility for grants and IAs. Performs the full range of activities for grants and IAs that involve significant special provisions. Works with parties outside the agency to resolve problems; recommends approval of modifications or extensions. Provides regular reports within region and to Headquarters.

Performs work related to the preparation, execution, and/or tracking of grants and IAs within an organizational unit. Establishes and maintains the official grant or IA files from initial receipt to close-out.

Provides regional technical expertise in the resolution of audit issues and disputes. Participates in national workgroups, meetings and conference calls involved in the development of agency-wide grant or IA program policy to resolve national program problems.

#### **Program/Project Management 10%**

Provides advice and assistance to state, local, and/or tribal governments on matters related to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical liaison on environmental programs that include controversial characteristics such as conflicting program goals and requirements. Reviews, analyzes, and recommends modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of federal environmental standards.

Develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state, local and/or tribal environmental protection programs.

Serves as a technical authority in providing expert advice and assistance to state, local, and/or tribal governments on matters relating to the development, execution, and monitoring of complex environmental protection policies, plans, and programs.

Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water, and/or land resources. Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Analyzes scientific and technical environmental issues and/or performs work involving the review and implementation of environmental standards and regulations.

#### **Regulations Review/Implementation 10%**

Reviews and implements environmental technical standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same.

Drafts and recommends regulatory policies and directives for implementation in the regional program area.

Identifies work priorities and schedules.

Performs program administration work, such as contract or grants management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

### **III. FACTORS**

#### **Factor 1 - Knowledge Required by the Position 1550 Points**

Expert knowledge of environmental concepts, principles, laws, and regulations, and precedent decisions, which provide the capability to recommend substantive program changes or alternative new courses of managerial action requiring the extension and modification of existing environmental philosophy and techniques.

Expert knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection (e.g., performing oversight activities of greater than average difficulty, as in a new program or a program that is being redefined, where procedures require frequent modification and change in order to incorporate revised theories and techniques); modifying or adapting established methods and procedures or making significant departures from previous approaches to solve similar problems; revising standard methods to improve or extend environmental administration and/or management systems; and evaluating, modifying or adapting new methods to meet the requirements of particular situations.

Comprehensive knowledge of statutory, regulatory, and policy requirements applicable to assistance agreements sufficient to identify and resolve complex, controversial grant management issues. Knowledge and skill to evaluate and incorporate the latest developments in the field for use within the region.

#### **Factor 2 – Supervisory Controls 450 Points**

The supervisor sets the overall objectives and resources available. The EPS and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The EPS, having developed expertise in the specialty area, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the EPS also determines the approach to be taken and the methodology to be used. The EPS keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

#### **Factor 3 – Guidelines 450 Points**

Guidelines are often inadequate in dealing with the more complex or unusual problems. The EPS is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional environmental methods and practices in developing solutions to problems where precedents are not applicable. This level may include responsibility for the development of material to supplement and explain agency headquarters guidelines.

#### Factor 4 – Complexity 325 Points

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of Tribes, communities, States, programs, utilities, etc. For example, planning and coordinating efforts among several funding agencies providing assistance for the construction of water utility infrastructure, or intensive analysis and problem solving as a recognized expert in grant programs or functional areas.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection, or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State or Tribal needs and federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, or quality assurance; establishing criteria for administering or evaluating utility infrastructure programs; or developing policy guidance and procedural material for use by program personnel.

#### Factor 5 – Scope and Effect 325 Points

The purpose of the work is to provide expertise as a specialist in a particular specialty field by furnishing advisory, planning or reviewing services on specific problems, projects, programs and functions. The work may include the development of criteria, procedures, or instructions for major agency activities. Work products may have an impact on a wide range of the agency's programs.

#### Factors 6 and 7 – Personal Contacts and Purpose of Contacts 180 Points

Personal contacts include a variety of officials, managers, professionals or executives or other agencies and outside organizations. Typical of these contracts are manufacturers' representatives, private architecture-engineer firms, specialists at contractor plants, and engineers and architects from other Federal agencies, state and local governments.

The purpose of contracts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect, e.g., negotiating compliance requirements or timetables; representing the Agency on controversial grant requests; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for public health protection or environmental compliance and restoration projects.

#### Factor 8 – Physical Demands 5 Points

The work is primarily sedentary.

Factor 9 – Work Environment 5 Points

Work is primarily in an office setting with some trips to operating facilities, which involves potential radiation or contamination exposure. The incumbent must wear protective clothing and follow standard safety procedures.



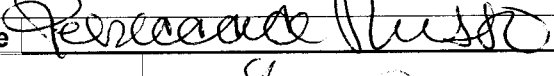
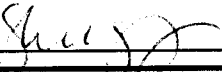


## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Minnie Adams		This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Protection Specialist	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0028/13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	OPRA, Water Program, TFS		

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature		Date	12/27/13
Personnel Specialist's		Date	1.23.14

### Part 1. Contracts Management Duties

<b>Pre-award:</b> <ul style="list-style-type: none"> <li>Plans Procurements</li> <li>Estimates Costs</li> <li>Obtains funding commitments</li> <li>Prepares procurement requests</li> <li>Writes statements of work</li> <li>Reviews statements of work</li> <li>Processes unsolicited proposals</li> <li>Responds to pre-award inquiries</li> <li>Participates in pre-award conferences</li> <li>Conducts technical evaluation of proposals</li> <li>Participates in debriefing/protests</li> <li>Other (lists)</li> </ul>	<ul style="list-style-type: none"> <li>Monitors management and performance of delivery orders/work assignments after award</li> <li>Defines scope of work for work assignments</li> <li>Approves payment requests of ACH drawdowns</li> <li>Manages cost-reimbursement contracts</li> <li>Reviews invoices</li> <li>Inspects and accepts deliverables</li> <li>Other (list)</li> </ul>
<b>Post-award:</b> <ul style="list-style-type: none"> <li>Prepares delivery orders</li> <li>Reviews contractor work plans</li> <li>Reviews contractor progress reports</li> <li>Monitors government-furnished property</li> <li>Monitors cost, management, and overall technical performance of contract after award</li> </ul>	<b>Close-out:</b> <ul style="list-style-type: none"> <li>Writes reports on contractor performance, costs, and tasks performed</li> <li>Reconciles payments with work performance</li> <li>Closes-out payments</li> <li>Performs cost accounting</li> <li>Provides assistance to Contracting Officer in settling claims</li> <li>Other (list)</li> </ul>
<b>Percentage of Time Spent on Contracts Management</b>	
<div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-right: 10px;"></div> <div style="margin-right: 10px;">%</div> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> </div>	

*Continued*

<b>Part 2. Grants/Cooperative Agreements Duties</b>		<input checked="" type="checkbox"/> Advises Grants Management Office of potential problems/issues
<b>Pre-application/Application:</b>		<input checked="" type="checkbox"/> Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
<input checked="" type="checkbox"/> Prepares solicitation for proposals		<input checked="" type="checkbox"/> Approves payments requests or ACH drawdowns
<input checked="" type="checkbox"/> Identifies potential grantees for area of program emphasis		<input checked="" type="checkbox"/> Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
<input checked="" type="checkbox"/> Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		<input checked="" type="checkbox"/> Negotiates amendments
<input checked="" type="checkbox"/> Provides administrative information to applicants		<input checked="" type="checkbox"/> Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
<input checked="" type="checkbox"/> Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		<input checked="" type="checkbox"/> When necessary, recommends termination of the agreement
<input checked="" type="checkbox"/> Assists applicant in resolving issues in application		<input checked="" type="checkbox"/> Resolves with Grants Management Office administrative and financial issues
<input checked="" type="checkbox"/> For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		<input checked="" type="checkbox"/> Conducts periodic reviews to ensure compliance with agreement
<input checked="" type="checkbox"/> Negotiates level of funding		Other (list)
<input checked="" type="checkbox"/> Conducts site visits to evaluate program capability		<b>Close-out:</b>
<input checked="" type="checkbox"/> Serves as resource to Selection Panel		<input checked="" type="checkbox"/> Certifies deliverables were satisfactory and timely
<input checked="" type="checkbox"/> Informs applicants of funding decisions		<input checked="" type="checkbox"/> Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list)		<input checked="" type="checkbox"/> Reconciles payment with work performed
<b>Award:</b>		<input checked="" type="checkbox"/> Notifies recipient of close-out requirements
<input checked="" type="checkbox"/> Prepares funding package, including Decision Memorandum		<input checked="" type="checkbox"/> Obtains legal assistance if necessary to resolve incomplete close-out
<input checked="" type="checkbox"/> Obtains concurrences/approvals		<input checked="" type="checkbox"/> If project is audited, responds to issues and ensures recipient complies with audit recommendations
<input checked="" type="checkbox"/> Reviews/concurs in completed document		Other (list)
<input checked="" type="checkbox"/> Establishes project file		
Other (list)		
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
<input checked="" type="checkbox"/> Monitors recipient's activities and progress		<u>20</u> %
<input checked="" type="checkbox"/> Reviews reports and deliverables and notifies recipient of comments		
<input checked="" type="checkbox"/> Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		<input checked="" type="checkbox"/> Monitors cost management and overall technical performance
<input checked="" type="checkbox"/> Plans and negotiates work effort		<input checked="" type="checkbox"/> Participates in decisions about project modification/termination
<input checked="" type="checkbox"/> Estimates costs		<input checked="" type="checkbox"/> Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
<input checked="" type="checkbox"/> Obtains funding commitments		<input checked="" type="checkbox"/> Inspects and accepts deliverables
<input checked="" type="checkbox"/> Prepares commitment notice		Other (list)
<input checked="" type="checkbox"/> Writes or reviews scope of work		<b>Close-out:</b>
<input checked="" type="checkbox"/> Responds to pre-agreement inquiries		<input checked="" type="checkbox"/> Reviews final report
<input checked="" type="checkbox"/> Participates in pre-agreement conferences		<input checked="" type="checkbox"/> Decides on disbursement of equipment
<input checked="" type="checkbox"/> Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		<input checked="" type="checkbox"/> Reconciles payments with work performed
<input checked="" type="checkbox"/> Negotiates and ensures execution of Superfund State Contracts (Superfund only)		<input checked="" type="checkbox"/> Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
<input checked="" type="checkbox"/> Performs technical evaluation of work plan and budget		<input checked="" type="checkbox"/> Certifies deliverables
<input checked="" type="checkbox"/> Prepares funding package and obtains necessary concurrences		<input checked="" type="checkbox"/> Resolves close-out issues with Grants Management Office/other agency
Other (list)		Other (list)
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Interagency Agreements Management:</b>
<input checked="" type="checkbox"/> Reviews progress reports/financial reports		<u>20</u> %